

UNITED STATES MISSION -BOGOTA VACANCY ANNOUNCEMENT

No. 100

Job Vacancy

Sept. 16, 2004

OPEN TO:	Eligible Family Members (EFMs) – All Agencies
POSITION:	CONSULAR ASSISTANT (IV Unit)
OPENING DATE:	Thursday, September 16, 2004
CLOSING DATE:	Thursday, September 30, 2004
WORK HOURS:	Full-time (40 hours per week each)
SALARY:	FP-07 – US\$30,124

If you are an AEFM (Appointment Eligible Family Member) and/or have veteran's preference, in order to be considered for this hiring preference you must specify this on your application.

Applicants must be residing in Colombia at the time of application in order to be considered for employment. The only exception is for AEFMs and Members of Household, who may apply as soon as the sponsor has orders assigning him or her to Embassy Bogota.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

U.S. Citizens must submit an application for Federal Employment (SF-171, OF-612 <http://bogota.usembassy.gov>) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

AEFMs must submit their employment application to the Human Resources Office receptionist. AEFMs not yet at post may submit their applications via fax (57-1) 383-2088 or e-mail. **Applications will not be returned. Applicants should keep a copy for their files.**

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Consular Assistant in the Consular Office (IV Unit).

BASIC FUNCTION OF POSITION

Supplements the work of consular officers in the Immigrant Visa Unit. Performing many, but not all, the duties normally assigned to consular officers.

MAJOR DUTIES AND RESPONSIBILITIES

1. Fingerprints visa applicants using the latest technology available. May be called on to perform 10 digit, ink fingerprints of applicants.
2. Works with and organizes visa'ed passports to be delivered to the courier passback service.
3. Manages and tracks the Visas Hawk program and other Security Advisory Opinions. Maintains the log and ensures that each cable goes out and receives a timely response and is appropriately logged.
4. Conducts Namechecks of visa applicants or others, as requested by other agencies and/or Consular Officers, using the INK/CLASS databases.
5. Answers specific case inquiries using the IVBogota email address for the public.
6. Manages IV Unit classified and unclassified files, including A-Z files, and Category One files in accordance with standard operating procedures.
7. Performs searches of Consular Section visa files and the Issued/Refused applications, at the request of supervisor or adjudicating officers.
8. Conducts Visa Validation projects under the guidance of the Supervisor.

9. Corresponds with the general public, the Embassy community and complex and/or Congressional Inquiries, as tasked by the supervisor.
10. Pre-screens IV applications, checking for fraud indicators such as false documents, overstays and suspicious information.
11. During staffing shortages, assists with input of IV cases into the IV and/or NIV systems.

MINIMUM QUALIFICATIONS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Completion of Secondary School is required.
- b. Prior Work Experience: A minimum of one year general clerical and two years of general work experience dealing with the public and working with personal computers, in addition to one year of work or experience which required familiarity with Hispanic naming conventions and the Spanish language.
- c. Post Entry Training: On the job training on office procedures. Constant maintenance of current knowledge on visa issues through visa cables, Unit Manuals and SOPs.
- d. Language Proficiency: Spanish – 1/1 - English – 4/4
- e. Knowledge: Basic Consular Course (PC 500) at FSI desired but not required. Must possess US Government correspondence skills and a basic knowledge of US immigration law, policy and practice. Must be aware of US regional and global security concerns.
- f. Skills and Abilities: Must have knowledge of the Microsoft Office package, in order to be able to gain a detailed knowledge of Machine Readable Visa modernized computer programs.

Must have strong typing/keyboard skills – level II typing (40 words per minute).
Ability to orally deliver organized speeches on visa issues.
- g. Must be able to obtain a secret clearance.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. AEFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. child as referred to in 6 FAM 111.3-1 paragraph (1) who is at least age 18; listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority; resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services. Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.
2. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

DISTRIBUTION: "BB"

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